



2004 PUBLICATIONS CATALOG

Publication No. (ADP) 04-3493
Revised August 2004



State of California
Department of Alcohol and Drug Programs

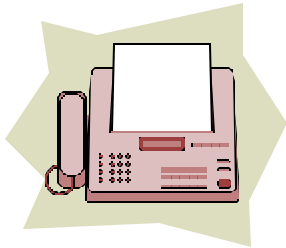
To Order Publications

Complete a Publications Order Form and send it via:



U.S. MAIL

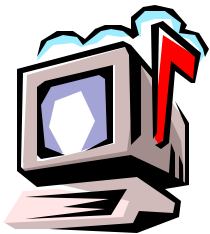
California Department of Alcohol and Drug Programs
The Resource Center
1700 K Street, First Floor
Sacramento, CA 95814-4037



FAX

916-323-1270

OR you can



E-MAIL

ResourceCenter@adp.state.ca.us

The Publications Order Form (see page vi) can be reproduced, or can be obtained from the Resource Center 1-800-879-2772.

SECTION I

Introduction

August 2004

The Resource Center at the California Department of Alcohol and Drug Programs (ADP) is pleased to present a revised edition of the 2004 Publications Catalog. Since January 2004, over 80 informational materials have been added and others discontinued. More than 600 alcohol, tobacco, and other drug-related booklets, pamphlets, research papers, posters, program descriptions, technical manuals, and other helpful materials are included in the catalog and are available to California residents at no cost.

The catalog is divided into five sections:

Section I – Introduction

Includes information about Resource Center services and the ordering process.

Section II – Subject Listing

Publications are separated by subject to provide assistance in selecting materials.

Section III – Numerical Listing

Publications are listed by number and include a description, number of pages, source, year published, and a Web site if downloadable from the Internet.

Section IV – Alphabetical Listing

Publications are listed by title and publication number for ease in locating the publication description in the Numerical Listing.

Appendix – Publication Sources and Acronyms

Publications in this catalog are gathered from many sources. The contents, opinions, and beliefs expressed in the publications are the views of the authors, and are not intended as official ADP policy. Questions or comments regarding these materials can be directed to the organization listed as the source in the appendix.

In order to provide quality service to our customers, a customer satisfaction form is enclosed with each order. It includes a place to rate the services of the RC and a place for comments and suggestions on what publications our customers feel are needed in the RC. This information is important to us, so we ask that you please take a few moments to complete and return this form. Thank you.

The Resource Center Staff

ABOUT THE RESOURCE CENTER

The Resource Center (RC), California Department of Alcohol and Drug Programs (ADP), maintains a comprehensive collection of alcohol, tobacco, and other drug (ATOD) prevention and treatment information. This information is provided to all residents of California at no cost through a Clearinghouse, a full-service Library, Internet communication links, and a telephone information and referral system. Services can be accessed by letter, fax, Internet, e-mail, telephone, or in person during the business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays.

The RC is a member of the Regional Alcohol and Drug Awareness Resource (RADAR) Network and the Substance Abuse Librarians and Information Specialists (SALIS). Through RADAR and SALIS, the Resource Center connects with clearinghouses, libraries, prevention and treatment resource centers, national, international, and local organizations in the exchange and dissemination of ATOD information.

Following are brief descriptions of services that are provided at no cost:

CLEARINGHOUSE

More than 600 ATOD booklets, pamphlets, research papers, posters, program descriptions, technical manuals, and other helpful materials are available through the RC Clearinghouse. The Clearinghouse not only provides information on an individual basis, but also provides materials upon request for community meetings, conferences, workshops, schools, and prevention and treatment facilities. RC staff continually searches for additional resources and provide new materials.

LIBRARY

The RC Library maintains a collection of specialized alcohol and other drug reference sources. Staff can help locate books, journals, reports, videotapes, or other source materials. These materials are available for loan directly to government agencies and organizations funded through county alcohol and drug programs, as well as other lending libraries. Individuals can obtain these materials through an interlibrary loan from their local library. Staff can also provide assistance with research projects, reference questions, and referrals. On-line databases, including library catalogs and Internet sources, are searched to provide up-to-date reference and research support. A catalog of available videos can be ordered through the Resource Center Clearinghouse.

INFORMATION, REFERRAL, AND ELECTRONIC COMMUNICATION

The Resource Center does NOT provide emergency information and does NOT operate a crisis line.

Two free statewide telephone numbers 1-800-879-2772 and 1-800-662-4357 are available to California residents in need of alcohol or other drug prevention and treatment information, referrals, or publications. Individuals requesting treatment information or referrals are provided a number to the alcohol and other drug programs' administrative office in the county in which the caller resides.

Persons calling for information or referral services after 4:30 p.m. and before 8:00 a.m. can leave a voice mail message and calls are returned the following business day. The RC can also be reached from outside California by calling (916) 327-3728.

Through an extension of ADP's home page www.adp.ca.gov, the RC maintains a number of electronic communication links. The RC Web site provides easy access to information about the Clearinghouse, Library, Publications and Videocassette Catalogs, and links to many ATOD Web sites.

HOW TO REACH US

California Department of Alcohol and Drug Programs
Resource Center
1700 K Street, First Floor
Sacramento, CA 95814-4037

Telephone:

(800) 879-2772 (within California)

(800) 662-4357 (U.S. Department of Health and Human Services. Available 24-hours a day
from telephone numbers within California)

(916) 327-3728 (throughout the U.S.)

(916) 445-1942 (TTY)

Fax: (916) 323-1270

Web address:

http://www.adp.ca.gov/RC/RC_sub.shtml

E-mail: ResourceCenter@adp.state.ca.us

ORDERING INFORMATION

Please read the following information on ordering publications before requesting materials from the Resource Center (RC) Clearinghouse.

LOCATING THE PUBLICATION NUMBER

Publications are ordered by number, title and quantity. To locate the publication number, you can do one of the following:

1. Search the catalog by Subject.
2. Search the Alphabetical listing if you know the name of the publication.

If you know the publication number, or you have located it in the catalog, you can find a description of the publication in the Numerical Listing.

ORDERING

1. Complete the **Publications Order Form** (see **page vi**) clearly. – This form can be duplicated for your use at any time.
2. A **Client ID number** will be assigned upon the first request. This number is located next to the date on the packing list. Please use this number on future orders.
3. Include the organization name, street address, city, state, zip code and telephone number.
Please DO NOT USE POST OFFICE BOX NUMBERS.
4. Checkmark the appropriate Organization, Primary Use and Primary Population.
5. Fill in the publication number, title and quantity.

? Some items are limited to the quantity that can be ordered. **See the publication description in the catalog.** Publications can be reproduced, or you can contact the RC if you need to order more than the limited quantity.
6. Submit orders via **U.S. mail, fax or e-mail**. Only under special circumstances are orders taken by telephone or in person.
7. Quantities shipped are based on amounts in stock at the time orders are received and an order may not be completely filled. Should this happen, a reorder can be sent in at any time as the RC does not keep files on back orders.
8. Allow **3-5 weeks for delivery**. Orders are shipped via 4th class U.S. mail or UPS, depending on the most economical postage rate.

CONFERENCE, WORKSHOP, TRAINING, OTHER EVENTS AND LARGE QUANTITY ORDERS

1. When submitting a Publications Order Form, please indicate the name of the event, the number of attendees and the date you will need the materials.
2. Provide **4-6 weeks prior** to the event to ensure materials will be delivered on time.
3. If you require large quantities of materials and need assistance, please contact the RC by telephone at 1-800-879-2772 or e-mail ResourceCenter@adp.state.ca.us.

Resource Center
California Department of Alcohol and Drug Programs
1700 K Street, First Floor
Sacramento, CA 95814-4037
Internet: <http://www.adp.ca.gov>

(800) 879-2772
(916) 327-3728
TTY: (916) 445-1942
FAX: (916) 323-1270
E-mail: ResourceCenter@adp.state.ca.us

DATE ____/____/____

Have you ordered before? **YES** [] **NO** [] If **YES**, CLIENT # is: _____

Name _____
 Organization _____
 Street Address (UPS will not deliver to P.O. boxes) _____
 City, State, Zip _____
 County _____ Area Code/Phone () _____
 E-mail Address _____

PLEASE CHECK ONE FOR EACH CATEGORY:

Organization Type

- ☐ ADP Staff
- ☐ County AOD Office
- ☐ Criminal Justice/Law Enforcement
- ☐ Educational
- ☐ Faith/Religious/Spiritual
- ☐ Health Service Providers
- ☐ Individual
- ☐ Incarcerated
- ☐ Mentor
- ☐ Other Business/Organization
- ☐ Prevention Services
- ☐ State Agency
- ☐ Treatment Services
- ☐ Unidentified

Primary Use of Publications

- ☐ CA RADAR Associate Center
- ☐ Conference
- ☐ General Use/Personal Use
- ☐ Unidentified
- ☐ Workshop/Training

Primary Population Served

- ☐ African American
- ☐ Aging
- ☐ Asian/Pacific Islander
- ☐ Caucasian
- ☐ Children/Youth Under 18
- ☐ DUI
- ☐ Gay/Lesbian/Bisexual/Transgender
- ☐ ☐ Hispanic/Latino
- ☐ ☐ Homeless
- ☐ Men
- ☐ ☐ Native American
- ☐ Other Ethnic
- ☐ People with Disabilities
- ☐ Pregnant/Parenting
- ☐ Women
- ☐ Workplace
- ☐ Various Populations

Please read "ORDERING INFORMATION" in the Publications Catalog before completing this form.

Please type or print clearly.

Publication #	Title	Quantity

Revised 8/04

Resource Center Only: Telephone []
 Walk-in []